



**MONTHLY  
SAFETY  
BRIEF**  
March 2003



## Operate your machine safely

Follow these safety tips:



**Know Your Machine** - Know what it can - and can't - do. Understand its potential hazards and how they relate to you. Know how to operate a machine before you use it.

**Follow Instructions** - Follow specific manufacturer's guidelines, OSHA and Navy Safety regulations. Use all equipment carefully and only as intended. Use only those accessories meant for a particular machine. Never leave a machine running unattended.

**Don't Bypass Safety Guards** - Know how they operate on your machine. Make certain they're in working order and in place before you begin to work. Never remove them.

**Keep Clear of Danger** - Keep your hands away from moving machine parts. Use a push stick or push block to guide work. Never try to use a machine you're not trained to operate.

**Make Regular Safety Checks** - Do your part to keep machinery in top condition. Be on the lookout for signs of wear and report any defects to your supervisor. Leave maintenance/repair to qualified personnel. Report any unsafe conditions in the workplace to your supervisor.

**Make Adjustments Safely** - Always shut down a machine and make sure all moving parts have stopped before making any adjustments.

